



## DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES

Policy No.: DOC 4.1.1	Subject: <b>OFFENDER ADMISSION PROCEDURES</b>
Chapter: 4 : FACILITY/PROGRAM SERVICES	Page 1 of 2
Section 1: Reception and Orientation	Revision Date: April 24, 2000; July 14, 2000; August 27, 2001
Signature: /s/ Bill Slaughter	Effective Date: July 1, 1998

### **I. POLICY:**

It is the policy of the Department of Corrections to admit and process offenders into facilities/programs in a manner that ensures the legality of their commitment, the appropriateness of the conditions of confinement to which they are assigned, and the maintenance of the facility/program security.

### **II. IMPLEMENTATION:**

This policy will be implemented immediately upon Director signature.

### **III. AUTHORITY:**

2-15-112, MCA. Duties and Powers of Department Heads  
44-6-103, MCA. Collection of samples and maintenance of data  
52-5-108, MCA. Medical Examination before Admission  
53-1-201, MCA. Purpose of Department of Corrections  
53-1-203, MCA. Powers and Duties of Department of Corrections  
DOC 1.3.35, Bloodborne Pathogens Exposure and Control Plan  
DOC 4.1.2, Offender Orientation  
DOC 4.1.3, Offender Personal Property  
DOC 4.4.1, Offender Hygiene  
DOC 4.4.4, Offender Clothing, Bedding and Linen Supplies  
DOC 4.8.1, Contract Placement Bureau Operations  
DOC 5.4.1, Offender Correspondence  
TSCTC 4.2.100, Screening Placement and Sentence Reduction

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#### IV. DEFINITIONS:

**DOC ID Number** means the Department of Corrections identification number assigned to each offender, previously referenced as the AO number.

**Shuttle System** means the Montana Prisoner Transport System.

**Initial admission** means an offender who is entering the secure facility system for the first time or has been ordered to return to the secure facility system after a previous release.

#### V. PROCEDURES:

Each facility/Program Administrator will develop written procedures for the following:

##### A. Initial Admissions/Processing

1. The Department will receive offenders at its facilities only Monday through Friday from 8:00a.m. to 3:00p.m. In an emergency situation, these requirements may be waived on a case-by-case basis with the approval of the Warden/Superintendent/Administrator or designee.
2. The reception/admission officer must receive notice by telephone or in writing from the sending jurisdiction that an offender is scheduled to arrive at the facility at least 48 hours in advance of the offender's actual arrival at the facility.
3. Offenders being admitted to a Department facility will be received in a designated receiving area. Facility policy must require that the transporting officer deposit all firearms, ammunition, batons and chemical agents in a secure area.
4. In the admission area, facilities will provide incoming offenders the following:
  - a. Secure holding areas for offenders being processed, with seating that meets the capacity of the areas.
  - b. Access to drinking

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- c. Shower and toilet facilities
  - d. Secure storage for offender property
  - e. Telephone access
  - f. Private interview and examination rooms
  
- 5. Facility staff will require transporting officer(s) to adhere to all local entrance procedures.
  
- 6. Facility staff will require that the transporting officer properly identify the offender and provide proof that all incoming offenders required by statute to provide a DNA sample have provided the sample to the sending jurisdiction prior to admission to the facility. No offender will be denied admission to a Department facility because the DNA sample was not provided to the sending jurisdiction.
  
- 7. Immediately upon admission, the admitting staff member will conduct a preliminary pat search of the offender. Policy may require that a further search be conducted with a hand-held metal detector to make an immediate determination that no weapons or contraband are introduced into the holding area.
  
- 8. Except in the case of an offender transfer within the Department, staff will not accept an offender without a certified court order containing a judgment and commitment order for each offender.
  - a. The admitting staff member will review the commitment papers to ensure that they are certified or otherwise verified as legal, valid, and accurate.
  - b. If inaccuracies exist, facility staff will not accept the offender. The appropriate staff must contact the committing court or agency and immediately inform them that the offender cannot be accepted.

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- c. The admitting staff member will sign any applicable detainer forms or receipts for certified paperwork, return a copy to the transporting officer, and retain the original for facility records.
9. For admissions to Treasure State Correctional Training Center, the appropriate paperwork must be received and pre-approved prior to admission, pursuant with Treasure State Policy 4.2.100, Screening Placement and Sentence Reduction.
10. In the case of juvenile offenders, the admission staff must ensure that all medical, academic and social information is present as required by statute.
11. Each facility/program will prepare an offender admission receipt for each individual and provide the receipt to the transporting officer. Facility staff must ensure that the offender's admission information is entered into the facility's records and into the electronic information system.
12. When an offender is being transferred from another facility, including private or regional facilities, the receiving facility staff must obtain the offender's facility and medical record files from the transporting officer. Receiving facility staff must complete a new personal property inventory form in accordance with [Department policy 4.1.3, Offender Personal Property](#). No offender transfer from within the Department will be admitted unless the facility has received prior authorization from the Contract Placement Bureau, in accordance with Department policy 4.8.1, Contract Placement Bureau Operations.
13. Any other transportation arrangement, such as private transportation companies, federal inmates, or inmates from out of state jurisdictions, must be authorized by the receiving facility/program prior to the arrival of the offender.

B. Identification

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The admission staff will follow these procedures for photographing, fingerprinting, and recording identifying information, marks, or unusual physical characteristics:

1. Admission staff will photograph all offenders.
2. Admission staff will obtain offender fingerprints in accordance with accepted law enforcement practice.
3. Admission staff will record any identifying marks and/or unusual physical characteristics, including, but not limited to: visual examination of scars, notation of physical deformities, description of any tattoos, height, weight, hair and eye color.

#### C. Offense Information

Charge-related information obtained at the time of initial admission must include the following:

1. Name of the committing agency
2. Name of the transporting officer
3. The offense charged or other reason for commitment
4. The date and authority for the commitment
5. Legal commitment papers or other written court orders committing a person to custody, such as:
  - a. certified judgment;
  - b. sentencing order;
  - c. certified information;
  - d. copy of pre-sentence investigation report (if applicable); and
  - e. sheriff's questionnaires.
6. The existence of any detainer or warrants placed against the offender
7. Any information known by the sending jurisdiction, regarding a previous criminal record, medical condition, or mental health status.

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D. Background Information

The admission staff will secure the following offender background information by observation or from the sending jurisdiction and the offender:

1. name, nickname, and aliases used;
2. gender;
3. last address;
4. race/ethnic origin;
5. religion;
6. date and place of birth (birth certificate required for juveniles);
7. drivers license and Social Security Number;
8. age;
9. jail report;
10. marital status;
11. prior offense record;
12. physical and mental health information;
13. next of kin, including address and phone number;
14. date of prior confinement and duration, if known;
15. last place of employment or school attended in the case of juvenile offenders;
16. notation of any phone calls made while in admission status; and
17. in the case of juvenile offenders, any information gathered by a Youth Placement Committee.

In cases where the offender is transported via the shuttle system, the sending jurisdiction will ensure that the appropriate information is sent to the receiving jurisdiction, either prior to placing the offender on the shuttle or by sending the information with the offender on the shuttle.

E. NCIC Check

A National Crime Information Center (NCIC) entry and check will be made for each new adult commitment but not for transfers within the Department or contracted facilities.

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F. Initiation of Case File

1. Except in the case of transfers within the Department and contracted facilities, an offender case file will be established for each offender upon receipt of the information outlined above. The file will include a copy of all documents compiled on the offender during the admission process.
2. Before issuing a DOC Identification number to the offender, a review will be made of any inactive records to determine any previous records of admission. If the offender has previously been committed, the original identification number will be reassigned; otherwise, the next sequential number will be assigned to the new admission, in accordance with Department numbering sequence.
3. Required offender information will be entered into the Department of Corrections data base.

G. Medical Screening

1. Initial medical screening will take place during the initial admission process, including but not be limited to assessment of the following conditions:
  - a. heart problems
  - b. diabetes
  - c. epilepsy
  - d. pregnancy
  - e. any other chronic, potentially life-threatening illness
  - f. mental health problems.
2. Medical staff will be advised immediately of any of the above findings or suspicions of these conditions.

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3. New commitments suspected of having communicable diseases will be isolated until appropriate referrals or housing arrangements can be made.
4. Procedures for processing all offenders must be in compliance with Universal Precautions and in accordance with Department policy 1.3.35, Bloodborne Pathogens Exposure Control Plan.

H. Property Processing

The processing of property will be conducted in accordance with Department policy 4.1.3, Offender Personal Property.

I. Clothing and Personal Hygiene Issue for New Commitments

1. Each facility/program shall establish a clothing inventory and allotment plan for each incoming offender in accordance with Department Policy 4.4.4, Offender Clothing, Bedding and Linen Supplies.
2. Local facility/program policy will also be developed in accordance with DOC Policy 4.4.1, Offender Hygiene.

J. Mail Procedures

Local policy will be developed to ensure that offenders will be provided orientation on mail procedures in accordance with DOC Policy 5.4.1, Offender Correspondence.

K. Housing Assignment

Following admission processing, each offender will be assigned to a housing unit in accordance with the classification system in use at the facility/program. The Facility Administrator may establish a separate orientation housing area for assessment and testing prior to classification. No such program will be longer than four weeks for new commitments.



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L. Orientation, Rules and Regulations

An offender handbook containing general information about the facility will be given to all offenders, including incoming transfer cases. This booklet will inform the offender where s/he may obtain a complete list of facility rules and discipline, policies, procedures, regulations, and penalties for violations. The offender will sign a form acknowledging receipt of this material. Staff will assist offenders who are illiterate or who do not speak English by providing translators and/or a verbal explanation of every section. Offender Orientation will be conducted in accordance with Department Policy 4.1.2, Offender Orientation.

**VI. CLOSING:** Questions concerning this policy should be directed to your immediate supervisor.